

University of Pennsylvania

SUNFEST 2011

Writing Assignment 1: Proposal

In preparation for the first Writing Workshop, you should write a **brief (one-to-two-page) project proposal**. You will receive feedback on your writing during the workshop. Submit the report, as an attachment to an e-mail message, to Mary Westervelt (mwester@seas.upenn.edu) **by 9 a.m. on Friday, June 10th** .

The proposal should cover the following items:

- A brief introduction to the project
- A statement of the specific problem you are trying to solve
- How you propose to attack the problem
- What you hope to find or accomplish
- A summary of what you have done so far, including any preliminary results.

Follow the following format guidelines:

- State your name, the title of your project and your advisor's name at the beginning of the report.
- Use Times New Roman, 12-point.
- Use 1.5-point spacing, and use one-inch margins. (Your final report will be single-spaced, but it's easier to edit a 1.5-spaced document.)
- Use MS Word or a compatible word-processing program. If your computer uses Word 2007, be sure to set the formatting to be compatible with earlier versions of Word (save in Compatibility Mode (or save as a Word 97-2003 document); don't just change the file extension to .doc from .docx.) **DO NOT** submit a docx file. **DO NOT** submit a PDF file.

After you receive feedback from Mary Westervelt at Workshop 1, revise your proposal and submit it to your advisor. After your advisor has approved it, email a softcopy to jan@seas.upenn.edu. and cc to resuln@seas.upenn.edu. Name the file with your last name: LastNameFirstName Proposal. **Due date for this revision is Wednesday, June 15th, by noon.**

If you have any questions about the assignment, please contact Mary Westervelt at mwester@seas.upenn.edu